

The following benefits are available to all Regular full-time employees. These benefits include, but are not limited to, group life/health/dental/vision insurances; paid holidays, vacation and Medical/Bereavement/Emergency (M/B/E) leave; leaves of absence; and a retirement and deferred compensation plans. The County offers an insurance package. An employee who wishes to enroll may choose to participate in health and/or dental, but must participate in vision.

Regular part-time employees and temporary employees may become eligible for retirement and deferred compensation plans depending on hours worked but are not eligible for any other benefits.

Each plan described herein is subject to qualifications and the selected provider or insurance company's policies which are subject to change or may be discontinued at any time. Please refer to each specific plan for details.

A. GROUP LIFE INSURANCE:

A group life insurance plan is provided to all regular full-time employees. It is a term policy and is only available to the employee. The plan is effective the first day of the month following one month of service.

B. GROUP HEALTH INSURANCE:

The Teller County group health insurance plan is available to all regular full-time employees and their families and is effective the first day of the month following one month of service. Should an employee choose Teller County's group insurance plan, a premium will be deducted (pre-tax) from the employee's paycheck.

C. RETIREMENT:

Teller County requires participation in a retirement plan, pursuant to I.R.S. Code 401(a), through Colorado County Employees Retirement Association (CCOERA). An employee may elect to participate in deferred compensation plans, pursuant to I.R.S. Code 457. One deferred compensation plan is offered through Colorado County Employees Retirement Association (CCOERA)

COLORADO COUNTY EMPLOYEES RETIREMENT ASSOCIATION (CCOERA)
Internal Revenue Service Code 401(a) and 414(h)

After one (1) year of continuous service, participation in this plan is required for all regular full-time employees and all part-time employees who regularly work 20 hours per week. The original date of hire will be used as the eligibility date for employees who convert from regular part-time or temporary to regular full-time. The Board of County Commissioners establishes a percentage of the employee's base pay (excluding overtime and bonuses) to be deducted, pre-tax, and equally matched by the County. In this plan the employee is fully vested after five (5) years of contributions to the plan (after six [6] years of continuous service).

Exceptions:

- 1) Participation by Elected Officials is optional;
- 2) Elected Officials are eligible to participate upon taking office and are fully vested immediately upon participation.

CCOERA Internal Revenue Service Code (457)

This plan is voluntary for the investment of tax-deferred savings. Please refer to the County's Intranet or HR for information about eligibility and benefits.

D. HOLIDAYS:

During the organizational meeting in January of each year, the Board of County Commissioners will set, by resolution, the holiday schedule for the current year. Elected Officials/Department Heads are responsible for notifying their employees of the current year's holiday schedule.

Holidays equal eight (8) hours. An employee with a modified work schedule will arrange a schedule with his/her supervisor to ensure a full schedule. An employee who must work during an official County holiday will be given an alternate holiday (to be used within three (3) months), compensatory time, or overtime pay as approved by the Elected Official/Department Head.

Under no circumstance will more than 24 hours of holiday time be carried into the following calendar year. Any hours above 24 will be forfeited.

E. VACATION ACCRUAL AND LEAVE:

1) VACATION.

Paid vacation leave is granted according to the following provisions.

The amount of vacation leave accrued and granted is based on years of employment according to the following schedule:

<u>Years</u> <u>of Employment</u>	<u>Accrual Rate =</u>	<u>Vacation Hour</u>
At 6 mth. Ann. Date	40 hours	40 hours
during 7 mths. to 3 yrs.	6.67 hours/mo	80 hours/year
during 4-9	10.0 hours/mo	120 hours/year
during 10 & over	13.34 hours/mo	160 hours/year

After six (6) months of continuous employment, an employee earns and will receive 40 hours of vacation leave. From that point on vacation leave will accrue at the designated monthly rate and may be used as soon as accrued. Example: employee hire date of 3/20/98, on 9/20/98 40 hours of vacation accrues and are available for use, on 10/20/98 the monthly rate of 6.67 hours accrues and will continue to accrue on each monthly anniversary date through 3/20/2001.

At the time of termination of employment, an employee will be paid for the balance of accrued vacation leave, at the employee's current rate of pay. Since an employee does not accrue or earn any vacation leave during the first six months of employment, if termination of employment occurs within the first six months, that employee will not receive any payment for vacation.

Vacation leave should be scheduled and approved by the appropriate Elected Official/Department Head to minimize disruption within the office.

Teller County permits employees to accrue a maximum vacation balance of one and one-half (1½) times his/her annual accrual rate. If an employee accrues the maximum amount of vacation days, no additional vacation days will accrue until the employee uses vacation and the balance of accrued vacation

days drops below the maximum permitted amount.

2) PERSONAL LEAVE.

For an employee who is in the fourteenth (14) through nineteenth (19) year of employment with Teller County, eight (8) hours of personal time will accumulate at the beginning of the following calendar year. For an employee who is in the twentieth (20) year and thereafter, sixteen (16) hours of personal time will accumulate at the beginning of the following calendar year. If these hours are not used by the end of the calendar year or upon termination, they will be forfeited.

F. MEDICAL/BEREAVEMENT/EMERGENCY LEAVES (M/B/E):

M/B/E leave will accumulate on the employee's monthly anniversary date at the rate of ten (10) hours for each month of paid full-time employment.

The maximum amount of M/B/E leave that can be accumulated is 500 hours. After 500 hours have accumulated and if an employee does not use any M/B/E leave for six (6) months following the accumulation, he/she will be granted one eight (8) hour personal day off to be used within six (6) months.

M/B/E leave taken must be recorded on appropriate forms and submitted to the Elected Official/Department Head for approval. Unused M/B/E leave is not compensable. If an employee is unable to return to work after having used accumulated M/B/E leave, accrued vacation, and personal leave, salary will be terminated until returns to work.

If M/B/E leave is taken, an employee must report the type of absence to the Elected Official/Department Head on the first day of the absence, as early in the day as possible, keeping the Elected Official/Department Head informed of the expected date of return. M/B/E leave is not a substitute for vacation and is to be taken in the following circumstances and in any circumstance covered under Family and Medical Leave Act (FMLA).

1. MEDICAL: A non-work-related injury, illness, or medical appointment of an employee or a member of the employee's immediate family/household which requires the employee's absence. See Section V, Attendance & Leaves, for work-related injury or illness information.

The Elected Official/Department Head may require documentation from the employee's medical provider in support of any absence.

2. **BEREAVEMENT:** The death of an immediate family/household member or loved one (in the mutual opinion of the employee and the Elected Official/Department Head) that requires the employee's absence.

3. **EMERGENCY:** An unexpected situation which affects the health or well-being of the employee or an immediate family/household member and, in the mutual opinion of the employee and the Elected Official/Department Head, requires the employee's absence.

For any of the above leaves documentation may be required and will be submitted to the Human Resources Department.

IMMEDIATE FAMILY/HOUSEHOLD: The employee's spouse, children, step or foster children, parents or spouse's parents or a person residing with or dependent upon the employee.

LOVED ONE: The employee's spouse, children, step or foster children, parents or spouse's parents or other individual with whom the employee may have an immediate relationship.

G. M/B/E LEAVE DONATION:

Any regular full-time employee of the County may request donations of M/B/E leave from other County employees on an as needed basis. A donation request should be made through the Human Resources Department and an M/B/E donation form completed. An M/B/E donation form can be obtained via the County Intranet.

The purpose of M/B/E leave donations is to allow an employee to continue to receive compensation during an extended absence from work.

The receiving employee must still meet the same policy requirements as stated above in M/B/E leave when using donated leave.

A M/B/E leave request and donation is based on the following provisions:

1. An employee may donate up to 25% of his/her M/B/E leave to another employee.

2. The amount of M/B/E leave donated will not exceed the amount that is needed by an employee. Any excess time donated will be returned;

3. All paid leaves must be exhausted before donations can be requested;

4. If it is known, by the supervisor or personnel that either party intends to terminate his/her employment with Teller County he/she is no longer eligible to donate or receive any M/B/E leave;

5. An employee will not be allowed to donate any of his/her M/B/E leave more than once every three months.

6. An employee will not be allowed to receive more than 160 hours of donated M/B/E leave more than once in a twelve-month period.

H. EDUCATIONAL REIMBURSEMENT PROGRAM:

To help offset tuition costs financial assistance is available to any regular full-time employee. To be eligible for reimbursement each educational/technical/correspondence course must be pre-approved and taken at a state-supported, post-secondary institution and/or online correspondence courses or a Colorado P.O.S.T. peace Officer Training Academy. Tuition reimbursement will be made for a percentage of actual cost based on an employee's final grade. (Exceptions for courses taken at a private, accredited college will be given consideration upon request.) Procedures and forms can be obtained via the County Intranet.